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UNCLAS LJUBLJANA 000688

SIPDIS

DEPT FOR HR/OE/CM
ALSO FOR EUR/EX/PMO -- TERRY FLYNN

SENSITIVE

E.O. 12958: N/A
TAGS: [AFSN](#) [AMGT](#) [KICA](#)
SUBJECT: Response to CY2006 Compensation Questionnaire --
Ljubljana

Ref: State 162676

1. Below please find Embassy Ljubljana's response to the CY2006 FSN Compensation Questionnaire. These answers have been approved by Post Management and the ICASS Council.

2. (SBU) Questionnaire

Competitive Compensation Position

1. For posts where the vendor's compensation data is market position based, such as Watson Wyatt, what is post management's overall average desired market position percentile for the regular salary schedule? (50th percentile is considered moderately competitive; 75th is highly competitive; and 90th is aggressively competitive).
d. 80th

Comment: Post realizes that EUR/EX would like to maintain all Missions at the 75th percentile. However, to attract, retain and motivate high quality employees for long-term continued employment, we would like to be placed at the 80th percentile for the following reasons:

-- The local talent is limited, owing to Slovenia's small population, and in particular the small population of Ljubljana from which Post's staff is drawn. This is particularly true of the type of workforce the Embassy seeks to employ, whose unemployment rates are particularly low.
-- With the increasing number of foreign employers looking for the local talent, the competition is also increasing, as these companies are targeting some of the talent that the Post is interested in.
-- As an EU member, Slovenia has bilateral agreements with three EU countries (Great Britain, Ireland and Sweden) to allow Slovenians seek employment in those countries. This may also reduce the workforce available to the Embassy. End
Comment

2. For all posts: taking into account the pay adjustment, if any, that post implemented or expects to implement in 2005, select one of the following:
a. post needs to be more competitive in the market to effectively recruit and retain talent in 2006

3. Does the response to question 2 reflect (select one):
a. the unanimous view of the ICASS Council

Exception Rate Ranges (ERR's)

4. Does post have any exception rate ranges?
b. yes, two ERR's

5. What is post management's desired market position for each existing ERR that is based on market position data?
N/A

6. Are any existing ERR's no longer needed?
a. yes (specify) - Following CAJE implementation, those in the ERR positions received a grade increase.

7. Are any new ERR's needed?
b. no

Recruitment and Retention Needs

8. Did post receive applications from qualified applicants to fill each vacancy in CY 2004?
a. yes

9. What are the most common reasons for refusing offers of employment (select all that apply)
a. salary offer too low
b. inadequate benefits

10. Is the salary range listed on each vacancy announcement?
b. no

11. What is the typical number of required qualifications listed on a vacancy announcement?
c. five

12. How long does it typically take to fill a vacancy?
d. six weeks to less than nine weeks

13. Does post management believe that qualified applicants are most plentiful for positions at (select one):

b. the middle grades (FSN 6-8)

14. How many employees separated from post employment during CY 2004? Provide one total number that includes all agencies and all constituent posts.
1

15. How many employees separated for each of the following reasons? Do not count employees who moved from one position to another, even if to another agency. The total for a through k below should equal the answer provided to question 14.

a. Reduction in Force (RIF) - 1

Total: 1

Current Staffing

16. How many employees are at each grade level? Provide only one total number for each grade level that covers all workweek schedules (part time, full time, regular schedule, and ERR's) and that includes employees of all agencies and employees at constituent posts.

FSN-10 = 5

FSN-9 = 8

FSN-8 = 11

FSN-7 = 5

FSN-6 = 8

FSN-5 = 7

FSN-4 = 4

FSN-3 = 4

Total 52

17. What is the average step rate for all employees, by grade level? Round to the nearest whole number. List separately the average step rate for employees paid from each ERR.

FSN-10 = 7

FSN-9 = 6

FSN-8 = 4

FSN-7 = 4

FSN-6 = 4

FSN-5 = 7

FSN-4 = 5

FSN-3 = 6

ERR Cost Factors

18. HR/OE seeks to assess whether ERR costs are increasing over time. While the approach below will not yield an exact cost, it will give a sense of direction without imposing a large burden on posts with many employees paid under ERR's.

First, determine total cash compensation (base pay, allowances, and bonuses) for step 5 of each ERR and for step 5 of the same grade on the regular schedule. Divide the first number by the second number, and subtract one. Convert to a percentage by moving the decimal point two places to the right. The result will be a positive in the case of an upward ERR or a negative in the case of a downward ERR. (Example: 55,010 / 40,200 minus 1 equals 0.37 or 37%.) If post has more than one ERR, calculate the average percentage difference for each ERR, and then average the averages.

a. no ERR's (currently used) at post

Host Country Unemployment

19. Host country unemployment is:
c. moderate (6.1% to 10%)

20. Host country unemployment is high for what types of positions that LE Staff encumber? Select all that apply.
b. blue collar - skilled - low
c. clerical and secretarial - moderate
d. professional - low, especially in the capital city where Post is located

Salary Advance Plan

121. Does post's Local Compensation Plan include a Salary Advance Plan (aka Salary Prepayment Plan)?
b. no

Local Leave Plan

122. Does post's Local Compensation Plan include a Local Leave Plan?
a. yes

Reduction in Force Plan

123. Does post have a Reduction in Force Plan?
a. yes
124. What is the effective date year of the RIF plan?
d. 2002

LE Staff Handbook

125. In what year was the LE Staff Handbook (or FSN Handbook) most recently revised and issued to covered personnel?
d. 2002

Pay Cap on Annual Basic Salary

126. How many LE Staff have been affected in the last year by the 3 FAM 7342 pay cap on annual basic salary?
N/A

Lowest Wage

127. What is the grade of the individual encumbering the position with the lowest grade on the full time workweek salary schedule?
c. FSN-3 (Note: One of the three ORE staff members at the Ambassador's residence is paid at the FSN-2 level.)
128. What is annual total compensation for step 1 of the lowest grade specified in the answer to question 27? Include basic salary, all allowances, all bonuses, and the fair market value of USG in kind benefits (e.g., meal tickets) or reimbursements (e.g., commuting or education costs). If benefits vary by length of service, use amount for a newly hired employee. If benefits vary by family size, use amount paid to a married employee with two children. List the total amount and the currency name (not acronym).

Annual total compensation for Grade 3 / Step 1
3.514.884 Slovenian Tolars:
Note: This rate includes the following:
2.940.222 - adjusted basic rate (gross basic salary = net salary + taxes + contributions) +
329.742 (meal + transportation allowance) +
244.920 (bonus 8.33%)

Medical Benefits

129. How are medical benefits provided to LE Staff? Select all that apply, regardless of the level of benefits.
a. there is a national, universal health care system
b. the Local Social Security System provides medical benefits
130. If post selected "d" or "e" in question 29 above:
d. not applicable
131. What types of medical plans provide medical coverage to LE Staff after retirement? Select all that apply, regardless of the level of benefits.
a. the national, universal health care system
b. the Local Social Security System provides medical benefits
132. In post's management's opinion, and taking into account cultural norms in the locality of employment (not in the United States), are the medical benefits provided to LE Staff from all sources combined:
b. adequate (in respect to the prevailing practice)
133. If the answer to question 32 is "inadequate," what is the reason? Select all that apply.
d. not applicable - "inadequate" was not chosen

CAJE Implementation Costs

134. Did the costs of upgrades as a result of CAJE implementation significantly impact funds available for increases to the Local Compensation Plan?
a. no, post or bureau budgeted appropriately for anticipated upgrade costs and received most or all of the necessary funding.

FSN Worldwide Conferences

135. Have any LE Staff from your post participated in the FSN Worldwide Conferences?
a. yes, one year

136. Did the participant(s) share information with post management and colleagues upon return to post?
a. yes

137. How was information shared? (select all that apply)
a. briefing or meeting
c. written article
other (specify)
Any new information obtained is shared with Management Officer and FSN Association Representatives

138. What changes have taken place as a result of attendance at the FSN Worldwide Conferences? (select all that apply)
g. No changes

Viewpoints and Opinions

139. Do LE Staff frequently approach Mission management or agency heads to express concern about the LCP?
a. yes

140. If the answer to question 39 is yes, what is the most commonly expressed concern? Select one.
a. pay too low to cover costs of living

141. Notwithstanding any concerns LE Staff may or may not express or how they express them, is post management of the opinion that most LE Staff believe their pay package is fundamentally appropriate compensation for the work they perform?
b. no

ADDITIONAL INFORMATION:

-- According to the Slovenian Collective Agreement, which all sectors of the economy are required to follow, each employee is entitled to a "0.5% working period supplement" (from basic salary) for each full year of the whole working period. This has never been implemented at Post.

-- According to Slovenian law, beginning in 2004 employers were required to pay an additional gross amount to the employee every month:
in 2004 it was 5.000 Slovenian Tolars
in 2005 it was 5.100 Slovenian Tolars
We anticipate this figure will increase by a small amount in 2006, due to inflation. Again, this has never been implemented at Post.

Certification from Management Officer

142. I certify that both the ICASS Council and I have personally reviewed the responses to this questionnaire and attest that, to the best of our knowledge, the responses are accurate and complete.
a. I so certify (Note: The ICASS Council has yet to elect a new chairperson. However, the Deputy Chief of Mission (representing State) and all other members of the ICASS Council (DAO, ODC and BAO) have reviewed and approved the responses to this questionnaire.)

143. Name and title of Management Officer or Counselor, or person acting in that capacity

Name: Caroline Mangelsdorf
Title: Management Officer

144. Name and Title of ICASS Council Chairperson

Name: TBD (The ICASS Council has yet to elect a new chairperson)

Title:

End of Questionnaire

13. Point of contact is Management Officer Caroline
Mangelsdorf; phone: 386-1-200-5626; email:
mangelsdorfcb@state.gov.

Robertson

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2005LJUBLJ00688 - Classification: UNCLASSIFIED

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